

## **Carnegie Mellon University**

### **DIETRICH COLLEGE TRAVEL (NON-STUDY) ABROAD FUNDING APPLICATION<sup>1</sup>: GROUP**

*Use this application if you are applying for **group** support for a travel (non-study<sup>2</sup>) abroad program, **OR** if you are applying for **group** international travel support for a CMU academic course that has a travel abroad component*

Student name: \_\_\_\_\_ Andrew id: \_\_\_\_\_ Date: \_\_\_\_\_

#### **I. Eligibility**

Eligibility for Dietrich College Travel Abroad (group) funding extends to undergraduates:

- whose home college is Dietrich College, SHS students with a Dietrich College primary major, and BHA students
- who, as a group, are applying for funding as part of a recognized CMU student organization or a university department or program
- who are in good academic standing
- who are not on a leave of absence (both at the time of application, and during the proposed travel abroad period)
- whose proposed time frame for travel abroad:
  - would not occur during their first CMU semester
  - would not occur after graduating

#### **II. Selection criteria**

Selection for Dietrich College Travel Abroad funding is based on the following criteria:

- Quality, reputation and educational potential of the proposed travel abroad program
- Thoroughness, thoughtfulness and overall quality of the travel abroad funding application
- Strength of the recommendation letter
- Aggressive pursuit of other funding sources<sup>3</sup>

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<sup>1</sup> Revised February 28, 2020

<sup>2</sup> "Non-study" refers to a program or opportunity abroad involving no academic courses or academic credit.

<sup>3</sup> Applicants are expected to pursue all other sources of potential funding available through the proposed program, as well as available through Carnegie Mellon University and appropriate external sources.

Priority for travel abroad funding is given to:

- sophomores and juniors
- students and groups that have not previously had a study or travel opportunity abroad experience
- students and groups that have not received CMU or Dietrich support for experiential learning abroad

**III. Presentation options**

Student groups receiving Dietrich College travel abroad funding are required to develop and implement a plan for sharing their study abroad experience with the wider CMU and Dietrich College communities. There are several options for fulfilling this presentation requirement, including:

- a one- to two-page report and presentation about the travel abroad experience
- sharing the travel abroad experience as it unfolds using Twitter, a blog, video clips, etc., with updates that would be posted on the College’s website
- a poster presentation on Saturday of Family Weekend (in October), as part of the annual Dietrich College Undergraduate Colloquium

**IV. Application time line**

Applications are “rolling” (i.e., can be submitted at any time), while also governed by the following application deadlines:

<b>Funding for</b>	<b>Application deadline</b>
Fall semester	April 1
Spring Semester	November 1
Winter Break	November 1
Spring Break	February 1
Summer	April 1

Only complete applications, submitted by the respective deadline, will be considered.

**V. Group & Organization Information**

Organization Name/Department Affiliation: \_\_\_\_\_

Student Trip Leader/Contact Person: \_\_\_\_\_

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Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

University Staff or Faculty Advisor: \_\_\_\_\_

Telephone / email / office address: \_\_\_\_\_

Group Support History. Has this group received financial support previously from Carnegie Mellon University in general, and/or Dietrich college in particular, for travel abroad support?

YES  NO

If “yes,” please provide details about when this support was provided, how much support the group received, and where the group travelled abroad with this support. Add extra lines or pages if needed.

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Group Roster.<sup>4</sup> As part of this application, we require a complete roster of the Dietrich, SHS and/or BHA students who will participate in this travel abroad program. The roster must include the name, Andrew id, college and class year for each student.

	Name	Andrew ID	College	Major	Year	Been abroad Previously? (Y/N)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

<sup>4</sup> If you are applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar roster, you may use that roster for this application as well. However, only Dietrich primary majors and BHA students will be considered for funding through this Dietrich College program.

**When submitting this application, please include a copy of the resume for each group member.**

Options for the Distribution of Funds. If awarded a travel grant, eligible students in the group have the option to request individual checks for each student travelling, or a one-time transfer to the group’s Oracle account. Please state which option the group prefers and, if an Oracle transfer, the group’s Oracle string:

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**VI. Program Information**

Program title: \_\_\_\_\_

Program web site: \_\_\_\_\_

Location of Program Abroad:

City: \_\_\_\_\_

Country: \_\_\_\_\_

*NOTE: If your program offer letter does not include all of this information, request a written supplement from the person who signed the offer letter that furnishes any missing information.*

Is this travel abroad part of a CMU academic course? If yes, please include with your application a description of the course, the role that this travel abroad plays in the course, and the name and contact information (email addresses and phone numbers) of the faculty/staff members who will be part of the trip.

Will you be working in conjunction with an outside program provider/on-site organization<sup>5</sup>? If yes, provide the name and contact information for the program provider/on-site organization:

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When will your group be abroad?      Winter Break      Spring Break      Summer      Other  
If you checked “Other,” please explain:

\_\_\_\_\_  
<sup>5</sup> E.g., the [Council on International Educational Exchange](#), [IES Abroad](#), or [API Abroad](#).

Begin/end dates of the program: Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

Name and describe any additional steps or documentation that the program sponsor requires (e.g., a background check, security clearances, travel insurance, visa requirements, etc.; add lines or pages if needed):

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Confirmation of acceptance. To qualify for Dietrich College travel funding, your group must have been accepted by the program for which you are seeking financial support. Please submit as part of this application a copy of the communique (letter or e-mail) accepting your group for the program, and indicate the date by which your group must either accept or decline the offer of acceptance: \_\_\_\_\_

If at the same time you accept the offer you must also submit a deposit, see section X, page 7, of this application where we request deposit amount and deadline information.

## VII. Essay<sup>6</sup>

Write a short essay in response to the following prompt:

*Describe why you chose your group's intended program abroad, what your group expects to learn (i.e., "learning objectives") from this experience, and how that learning will add to and complement the overall curricular and/or metacurricular education at Carnegie Mellon of your group members. In addition, describe how your group will share this experience with the rest of the Dietrich and CMU communities.*

Your essay should be at least one page, and no more than two pages, double-spaced.

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<sup>6</sup> If your group is applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar essay, your group may use that essay for this application as well.

### **VIII. Letter of Recommendation<sup>7</sup>**

As part of your group's application for travel abroad support, we require a letter of recommendation. This letter should be no more than 1-2 pages, double-spaced. This can come from an academic or CMU organization advisor, a member of the faculty, assistant or associate dean, or someone else in a strong position to write an informed letter on your group's behalf that:

- Confirms that you have met and discussed the proposed program
- Comments on the educational value of the proposed program
- Comments on the suitability of the student applicants for the program (i.e., will the students be a positive and productive participant, and represent the university well?)

This letter is to be submitted separately through the Dietrich College Dean's Office Andrew email account ([dietrichdean@andrew.cmu.edu](mailto:dietrichdean@andrew.cmu.edu)).

### **IX. Study Abroad Advisor Endorsement**

As part of this application process, your group (or one of its representatives) must meet with an OIE Study Abroad Advisor<sup>8</sup> to discuss your group's travel abroad program learning objectives, to discuss the suitability of the proposed program for your group's learning objectives, to confirm that the program's location does not call for travel in locations where the U.S. State Department has a Level 3 or Level 4 [Travel Advisory](#) in effect, to assist in tallying projected costs, and to identify other funding sources<sup>9</sup> for which your group is or might be eligible. The study abroad advisor must confirm this meeting by completing, signing and dating the section of this application appearing below and on the next page.

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<sup>7</sup> If your group is applying for support from another funding source (e.g., the Tartans Abroad program) that also requires a similar letter, that letter may be used for this application as well. Have your group's recommender submit that letter through the Dietrich College Dean's Office Andrew email account ([dietrichdean@andrew.cmu.edu](mailto:dietrichdean@andrew.cmu.edu)).

<sup>8</sup> A list of OIE Study Abroad Advisors is available at [www.cmu.edu/studyabroad/contact](http://www.cmu.edu/studyabroad/contact).

<sup>9</sup> Your group is expected to seek support from all funding possible sources for its proposed travel abroad program. To the extent that it does, its chances for Dietrich College grant support are enhanced.

Other Potential Sources of Financial Support<sup>10</sup>:

Check if the student group is eligible	Award/Scholarship Programs	Notes
	<a href="#">Tartans Abroad Scholarship - Group Fund</a> (CMU program)	
	Other ( <i>List and [in the "Notes" cell] describe each. Add rows, or attach an additional page, if needed.</i> )	

I hereby confirm that I have met with this group (or its representative\*) to discuss the suitability of the proposed program for the group’s travel abroad learning objectives, to assist in compiling projected costs, and to identify other funding sources that should also be pursued. In addition, I can confirm that the program’s location does not call for travel in locations where the U.S. State Department has a Level 3 or Level 4 [Travel Advisory](#) in effect.

If this meeting was with a representative of the group, please print the representative’s name and Andrew id:

\_\_\_\_\_

Group representative (please print)

\_\_\_\_\_

Andrew id (please print)

Additional comments and/or suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OIE Study Abroad Advisor name (printed) and Signature

\_\_\_\_\_

Date

**X. Costs**

- List and tally all costs associated with this program;
- List and tally all sources and amounts of financial support that your group will receive for this program;
- Subtract the financial support amount from the total cost figure to arrive at a net cost figure for your group for this program.

<sup>10</sup> These programs will likely require separate applications. However, it is also possible that certain application components can be used for multiple applications. Check with your Study Abroad advisor for more details.

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**Costs**

Cost item(s)	Amount per person	Total Cost <sup>11</sup>	Notes
Program tuition / Organization fee			
Room			
Board			
Airfare (1 round trip)			
Visa (if this cost is covered by the group)			
Books/Supplies (please specify in the "Notes" column)			
Other expenses. <sup>12</sup> Itemize & describe in "Notes" column. Add rows or pages as needed.			
<b>TOTAL</b>			

**Financial Support** (That has been confirmed for any combination of the students in your group who are eligible for Dietrich College Travel Grant Group support)

Source(s) <sup>13</sup> (Itemize & describe each in the "Notes" column. Add rows [or separate pages] as needed.)	Amount	Notes
<b>TOTAL</b>		

**Net Cost**

	Amount per person	Total <sup>14</sup>	Notes
Total Cost			
(minus) Total financial support			
<b>TOTAL NET COSTS</b>			

<sup>11</sup> I.e., cost per person x the number of persons in the group eligible for Dietrich funding.

<sup>12</sup> For example, required travel insurance, additional travel, required vaccinations, etc.

<sup>13</sup> For example, CMU major department or program support; Tartans Abroad award; external organization support; etc.

<sup>14</sup> I.e., (cost and support per person) x the number of persons in the group eligible for Dietrich funding.

Deposit required: \$ \_\_\_\_\_

Deposit due date<sup>15</sup>: \_\_\_\_\_

Other financial support. What other financial support has your group applied for in connection with this program, and from which you are awaiting a reply? (Check all that apply. Attach additional pages if needed.)

<b>Check if you've applied</b>	<b>Award/Scholarship/Grant Program</b> <i>(List &amp; [in the "Notes" cell] describe each. Add rows [or separate pages] as needed.)</i>	<b>Expected Notification Date</b>	<b>Notes</b> <i>(including any information about tentative funding levels)</i>

**XI. Special points for consideration (optional)**

Please describe below any additional information about your group that you feel that our committee should take into consideration. (Limit: 250 words; attach additional pages if needed)

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<sup>15</sup> If a deposit has already been paid, indicate the dollar amount on the "Deposit required" line, and "Already paid" on the "Deposit due date" line.

**XII. Application checklist:**

Your application will not be considered “complete” until we have received all of the following “required” items:

To be compiled and submitted as one file:

- ✓ This application form
- ✓ Required essay
- ✓ A copy of your program acceptance communique (e.g., letter, e-mail, etc.)
- ✓ Course description and related information<sup>16</sup> (if the program is part of a CMU academic course)

PLUS (to be submitted separately):

- ✓ Recommendation letter (to be submitted separately)

Again → Only complete applications, submitted by the respective deadline, will be considered.

Submit materials to [dietrichdean@andrew.cmu.edu](mailto:dietrichdean@andrew.cmu.edu).

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<sup>16</sup> Course description, the role that this travel abroad plays in the course, and the name and contact information (email addresses and phone numbers) of the faculty/staff members who will be part of the trip.